

**Adroddiad i'r Grwp Rheolaeth Prosiect, i 5/9/03
Report to Project Management Group, to 5/9/03**

Martin Locock

1. Meetings attended

No external meetings.

2. Staff

Appointment of PO5 has proceeded; four applications were received, of which one was subsequently withdrawn. The applicants are experienced archivists. References have been taken up, and the interviews are set for 12th September, with a panel drawn from the PMG, Glamorgan Record Office and Rhondda Cynon Taff County Borough Council. Because the new staff member will probably have to give notice, work on the Glamorgan collections will not start until late October.

In the Aberystwyth team, Richard Burman (PT) has indicated that he would be willing to become fulltime PO4, releasing David Moore from his PT secondment to ANW from NLW. This proposal will be raised at the next PMG meeting.

NLW has raised the question of the operation of the Flexible Working Hours scheme, which has resulted in some staff working well over their required hours. Following clarification of the credit limits and the method of calculation, further problems should not occur. The 'lost' time has been transferred into days in lieu.

Checking of the records created has highlighted that although the required targets in terms of quantity have been met, in some cases the quality threshold has not been reached. This issue is being raised with the relevant individuals to discuss ways of improving performance.

3. FLD creation

Work in August has focused on the preparation of Family and Estates and NLW records for the launch through checking, editing and the creation of access points. A total of 298 records were fully live for the launch (including 20 from the Hub and 30 NLW records created by ANW).

Checking of the records for NLW fonds by NLW has identified the need for extensive editing and revision before the records are complete. Before further FLDs are created, the team will have a refresher course in the data guidelines to ensure that new records are produced that are much closer to the required standard.

The Anglesey descriptions await checking by the Project Manager.

The ANW project has created 1112 fonds altogether (31 per week), of which 700 have been checked.

4. Software

The system now has fully-functioning data creation and browsing screens, and search options. Modify screens have not yet been adapted to the new table structure.

Mapping of EAD to ANW has not been completed, to allow uploading of Hub EAD records; 20 Hub records were created manually for the launch. Transfer of the NLW records from CAIRS has been postponed until LCSH access points have been created for them.

<i>Dataset</i>	<i>Format</i>	<i>Timescale</i>	<i>No. records</i>
HMC Family and Estates (non NLW)	Access	Completed	160 (248)
HE Hub	EAD	When EAD and EAC resolved, ?Dec 03	1,548 (20)
NLW HMC	CAIRS	When LCSH added, ?Jan 04	190
NLW other	CAIRS	When LCSH added, ?Jan 04	186
Mine of information	EAD	When EAD and EAC resolved, ?Dec 03	1,500

5. Website

The data screens have been integrated into the website, with as much as possible for the framing information fully bilingual. The only English-only elements of the search interface are the record contents and (currently) the field names in ISAD(G) record view.

The website was tested prior to the launch by ACW partners and NLW staff, with up to 30 users logged on. Minor errors reported included broken links and intermittent failure of pdf downloads. Core functionality was successfully delivered, although the appearance of the site varied on different browsers. The website with data went live to the public on 3rd September.

The ANW team now edits the website directly. PDF versions of Project Management Group and Project Board minutes, progress reports, and ANW Guidelines have been added to the site, and the Technical Information page has been expanded to include acknowledgements to AIM25, ULCC and NLW.

Web statistics

Month	Total hits	No. users¹
May	17	1
June	1031	40
July	561	51
August	2759	37
Total	4368	129

¹ Counted per URL/domain each month, so NLW network = 1, representing 4 of the total 129.

6. Liaison with project partners

The partners have been involved in the load test of the website and supply of feedback on operation and content. Guidance on the use of the admin area of the site to create and modify records has been circulated, and access to this area is now password-protected. Each partner has been given their password.

At the launch event, partners collected project leaflets and dispensers; those not attending will have leaflets delivered over the next fortnight. Copies of the ANW Guidelines were also distributed.

Most of the schedules for Carmarthenshire have been delivered to ANW. Conwy and Flintshire have provided lists of target funds which have been checked against current NLW holdings.

7. Logistics

NLW is continuing to provide a member of Computing staff dedicated to adapting the software for the project, and additional support from the section staff.

In addition, many members of NLW staff assisted in the preparation for the launch and associated publicity.

8. Outreach and publicity

The launch was held on 4th September, with addresses by Alun Pugh, Minister for Culture, and Richard Keen on behalf of HLF, and a demonstration/presentation by Martin Locock. The audience mainly comprised the project partners and their colleagues, but also included the ANW team, NLW staff who had contributed to the website and system development.

It was intended that the launch would provide publicity about the website, but take-up was disappointing, generating an article on BBC online (<http://news.bbc.co.uk/1/hi/wales/mid/3080294.stm>), a short note in Cambrian News, and an interview on Radio Cymru.

Distribution of the leaflets, particularly at Archives Awareness Month events, may prove more effective.

9. Budget and finance

Quarterly budget, July-September 2003 (Project Quarter no. 3)²

No.	ELEMENT	BUDG		2003		Q04
		TOTAL	B/F	Q03	C/F	
		Bal	P	A	Bal	
EXPENDITURE						
1	Project Manager	105641	458	8502		8502
2	Project Officers 1-4	286776	424	23081		23080
3	Project Officer 5	48613	0	0	338.4	5973
4	Travel & Subsistence	8951	465	471	96	472
5	Equipment	10464	2316	1815	0	0
6	Software	1852	1763	89	0	0
7	System Development	12520	12520	0	11163	1357.5
8	ICT Support	3750	625	313	0	312
9	Administrative Support	3600	500	250	0	250
10	Training	6322	400	300	0	700
11	Publicity & Marketing	7500	0	3500	3399.8	100.2
Expend for period		495989	19471	38321		39189
Cumulative expend				127214		166403
INCOME						
	NLW	100489	15592	25000		0
	Other partners	30000	3,836	0		0
	HLF Grant (74%)	365500	14057	24605		26288
Income for period		495989		49605		26288
Cumulative income				149819		176107
Balance				22605		9704

10. National meetings

None.

11. Project Management Group and Project Board

The next PMG will be on 22nd September in Aberystwyth.

The next Project Board will be on 14th November in Cardiff.

² P Projected in HLF bid; A actual invoiced expenditure